

Job Description
Missouri State Highway Patrol

Class Title: Housekeeper I

Title Code: V00061

Effective Date: 11/27/96

Date Reviewed: 02/03/2009 LR

Date Revised: 02/04/2009 HRD

Immediate Supervisor:

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this class performs manual work involving a variety of housekeeping tasks performed under close supervision. Work is assigned and performed in accordance with established routines. Instructions are specific in nature and work is subject to close inspection during progress and upon completion.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Dusts and cleans furniture, walls, blinds, floors, etc.; washes windows and screens; vacuums carpet; strips, cleans, waxes, polishes, and buffs floors.

Cleans restrooms and fixtures and replenishes supplies as required.

Maintains an inventory of cleaning supplies.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of a variety of routine manual tasks in the care, cleaning, and general maintenance of building and equipment.

Ability to follow oral and written instructions.

Ability to establish and maintain harmonious working relations with others.

Ability to perform a variety of routine manual tasks in the care, cleaning, and general maintenance of building and equipment.

Ability to order and purchase cleaning supplies as needed.

Ability to deal with exposure to material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

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Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation of the eighth grade.

NECESSARY SPECIAL REQUIREMENTS

Must be at least eighteen years old at the time of appointment.